

SUGGESTIONS FOR TRAINING FIELD PERSONNEL OF

THE FARM SECURITY ADMINISTRATION

I. Administrative conferences.

- A. Monthly regional conferences between the regional staff, state and associate directors, and state farm management specialists. Regional directors may desire similar monthly conferences with community managers and occasionally joint meetings to bring about better understanding and coordination of programs.

1. Purpose and scope.

- a. Development of policies, coordination of program on regional basis, including forms and procedure, study of definite program of training for district, county and project personnel.

- B. Monthly state conferences between state and district staffs.

1. Purpose and scope.

- a. Development of state policies and coordination of program on state and regional basis, including forms and procedure.
- b. Definite and careful planning for a program of training for county personnel.

II. Training conferences.

- A. Quarterly conferences of county supervisory personnel by districts -- preferably two-day conferences. (Clerical personnel may be included from time to time at discretion of state directors.)

1. Purpose and scope.

- a. Timely subject matter presentation by Extension, Agricultural College, and Experiment Station representatives, including development of simple and timely releases adapted to client use.

(1) Partial list of subjects to be discussed:

- (a) The home poultry flock -- its care and management.
- (b) The home garden -- planning, preparation, fertilization, control of insects and diseases.





- (c) Market gardening -- general cropping practices.
- (d) Livestock production and handling.
- (e) Farm and home record keeping.
- (f) Farm and home improvement.
- (g) Home improvement, food and clothing problems.
- (h) Farm woodlot as a source of income.
- (i) Livestock diseases and parasites -- treatment and control.
- (j) Preparation of form letters, circulars, bulletins, news releases, etc.
- (k) Public speaking and public relations, etc.

- b. Discussion of and instructions regarding use of new forms, procedure and policies by regional and state personnel.
- c. Exchange of experiences and methods by county supervisors.
- d. Round-table discussions.
- e. Committee assignments and reports.

III. Annual state conferences at state colleges with county, district, state and project personnel (preferably a four-day conference).

A. Purpose and scope.

- 1. Subject matter as outlined in district conferences, plus visits to the college and experiment station experimental plats, etc.
- 2. Inspirational addresses by prominent speakers who will point toward broader thinking.
- 3. Addresses from Washington staff of Farm Security Administration, U. S. Department of Agriculture, and the regional staff.
- 4. Committee assignments and reports.
  - a. Round-table discussions centering around committee reports.





5. Exchange of experiences and methods.
  - a. Round-table discussions between county supervisors.
6. Social functions designed to promote "esprit de corps".
7. Discussions of related programs by heads of the program to inform RR personnel on other programs in agricultural field.

IV. Annual regional conferences -- regional, state, district and project personnel (preferably a three-day conference).

A. Purpose and scope.

1. Discussions of policies for region.
2. Analysis, discussion and instructions on new forms and procedures.
3. Addresses by Washington representatives of Farm Security Administration and U. S. Department of Agriculture.
4. Exchange of experiences and methods, with round-table discussions.
5. Social functions to build up "esprit de corps".

V. Semi-annual conferences -- clerical personnel by districts. (Some regions may prefer to have clerical personnel attend district and state conferences and have their own sectional meetings.)

A. Purpose and scope.

1. Discussion of office set-up and systems.
2. Planning work to be of greatest assistance to supervisors.
3. Meeting the public.
4. Reports and forms.
5. Supplies and requisitions.
6. Professional improvement.

VI. Training through supervision.

- A. Training county supervisors on the job by district supervisors through regular and frequent visits.





1. Purpose and scope.

- a. Instructions on forms and reports.
- b. Clarification of policy and procedure.
- c. Suggestions on planning supervision, group meetings, etc., coupled with actual help in the field.
- d. Exchange of ideas between offices within the district.
- e. Suggestions on personal improvement.
- f. Carefully planned use of the form, "Appraisal of County RR Facilities and Activities", in getting across improved methods and personal improvement.

B. Training of clerical personnel by administrative supervisors following similar lines to those used by district supervisors in training county supervisors.

VII. Training of replacement personnel by outstanding county supervisors along apprenticeship lines.





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SUPPLEMENTARY NOTES TO SUGGESTIONS FOR TRAINING  
FIELD PERSONNEL OF THE FARM SECURITY ADMINISTRATION

The foregoing outline was prepared not simply as a basis for a series of conferences, but to meet a very definite need for training-in-service. It is a suggested vehicle through which we may give our supervisors a broader viewpoint of our social and economic problems; suggest techniques that will be helpful in the supervision and training of clients; supply deficiencies in technical training and keep supervisors up-to-date on subject matter information; promote coordination of programs within the department; and build up a morale and spirit which will be reflected in the accomplishments of our program.

In using the outline, it should be remembered that it is prepared on the assumption that it will apply over a period of several years with supplements and modifications dictated by experience. Conferences, whether state, district, or regional, should be planned in such a way that each conference fits into a pattern and into a long time program of training.

For example, each conference should have either a central theme or be limited to three or four main subjects with a full discussion of these subjects, rather than an attempt to cover a broader field in a sketchy manner. At the same time, thought should be given to future conferences and an attempt should be made to develop a series of conferences each of which will dovetail with the other and contribute to the broad general picture.

Such an approach requires careful and thoughtful planning. Each conference should be planned with great care, preferably by a committee in position to devote some real thought to the matter. Timeliness should be an important factor in planning the dates for the conferences and the material to be presented. This is particularly true in connection with subject matter.

As the emergency features of our program disappear and we become an influential bureau of the U. S. Department of Agriculture, we must begin to give increasing thought to coordination with other bureaus and agencies of the Department, and to program planning which will indicate the most constructive part we can play in the program, jointly developed to meet existing needs of agriculture. To this end, conferences should be planned which will give our personnel an increasing knowledge of the activities of other bureaus and agencies and the background and philosophy of the Department of Agriculture. Where the committee can aid in arranging for speakers capable of making such contributions, it will welcome the opportunity to do so.



